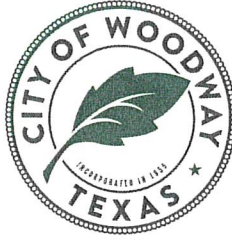


## REQUEST FOR QUALIFICATIONS



### THE CITY OF WOODWAY NEW FAMILY CENTER CONSTRUCTION MANAGER-AT-RISK

This is a Request for Qualifications issued by the City of Woodway, Texas, from any qualified Construction Company or Construction Management Company with relevant experience to provide construction Management-at-Risk services for a new Family Center to replace the existing Family Center located at 1100 Estates Drive in Woodway, Texas on a site of approximately 2.47 acres.

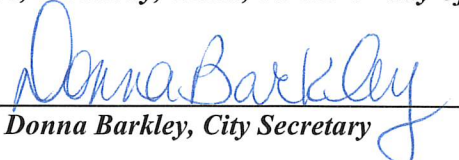
Sealed qualification packets must be addressed/delivered to Donna Barkley, City Secretary, City of Woodway, 922 Estates Drive, Woodway, Texas, 76712. Qualification packets must be received no later than 3:00 p.m. on January 6, 2022, at which time they will be publicly opened and recorded.

**A pre-RFQ submittal meeting is scheduled for Wednesday, December 15, 2021 at 10 a.m.,** at which time any questions concerning the requirements of the RFQ can be addressed. This meeting will be held in the Donald J. Baker Council Chambers at Woodway City Hall, 922 Estates Drive, Woodway, Texas.

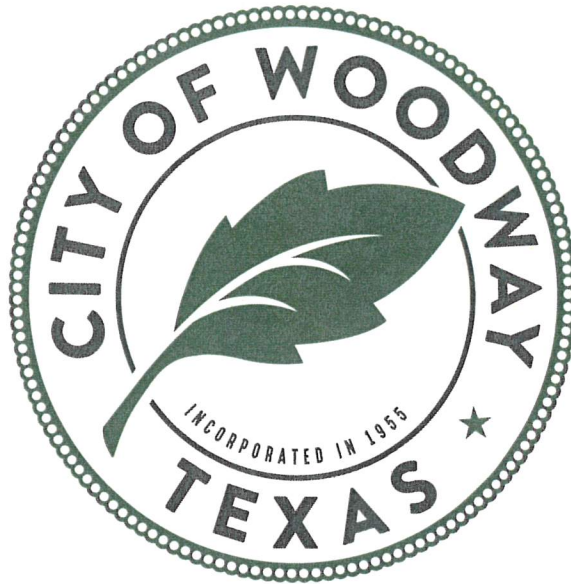
The RFQ is available for viewing online at [www.woodwaytexas.gov](http://www.woodwaytexas.gov) or can be obtained by contacting Keith Bailey, Architect/Partner RBDR, PLLC at (254) 776-8380 or by email at [kbailey@rbdrarchitects.com](mailto:kbailey@rbdrarchitects.com). All questions or comments may be addressed to Keith Bailey, and must be received before 4:00 PM, Central Time on January 3, 2022.

The City of Woodway reserves the right to accept or reject any or all submittals, to waive technicalities, and to take whatever action is in the best interest of the City of Woodway and its citizens.

*This notice was posted at Woodway City Hall, 922 Estates Drive, Woodway, Texas, on the 6<sup>th</sup> day of December 2021 at 5:00 p.m.*

  
Donna Barkley, City Secretary

<p>This facility is wheelchair accessible and accessible parking spaces are available. Requests for accommodations or interpretive services must be made 48 hours prior to this meeting. Please contact the City Secretary's Office at (254) 772-4480 or FAX (254) 772-0695 for further information.</p>
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The City of Woodway  
922 Estates Drive  
Woodway, TX 76712

## **STEP 1 - REQUEST FOR QUALIFICATIONS**

### **NEW FAMILY CENTER**

# **CONSTRUCTION MANAGER-AT-RISK**

## **STEP 1 – REQUEST FOR QUALIFICATIONS**

### **Construction Manager-at-Risk New Family Center City of Woodway**

#### **SELECTION PROCESS:**

**ELIGIBILITY** - Any qualified Construction company or Construction Management company with relevant experience is herewith invited to submit a statement of qualifications for consideration as a candidate to provide Construction Management-at-Risk services for a new Family Center to replace the existing Family Center located at 1100 Estates Dr. in Woodway, TX 76712 on a site of approximately 2.47 acres with an estimated budget of \$6,000,000 opening in the Fall of 2022.

The Family Center will be approximately 22,460 square feet. It will include a gymnasium (volleyball court/basketball court), event room, restrooms, catering kitchen, office, and miscellaneous support spaces such as equipment storage room, covered drop-off area, and miscellaneous storage, mechanical and electrical closets. The site will include paved parking for both visitors and employees, circulation drives, sidewalks and landscaping, all per applicable codes and ordinances. ***Refer to the preliminary site plan, floor plan, and exterior elevation included at the end of this document.***

**A pre-RFQ submittal meeting is scheduled for Wednesday, December 15, 2021 at 10 a.m.**, at which time any questions concerning the requirements of the RFQ can be addressed. This meeting will be held in the Donald J. Baker Council Chambers at Woodway City Hall, 922 Estates Drive, Woodway, Texas.

**Responses to the RFQ shall be received no later than 3:00 p.m. on Thursday, January 6, 2022 in the office of the City Secretary, City of Woodway, 922 Estates Dr., Woodway, TX 76712. Responses to the RFQ received after the time due will not be accepted.**

Each firm must present a full statement of qualifications, including a signed copy of this document, in order to be considered as a candidate, and an authorized representative of the firm must sign the statement of qualifications.

The City of Woodway expressly reserves the right to select or not select any firm which submits information pursuant to this request for qualification information. Any information submitted is at the sole expense of the firm providing the information.

By submitting a statement of qualifications, each company agrees to waive any claim it has or may have against the Owner, the Architect/Engineer, and their respective employees arising out of or in connection with the administration, evaluation, or recommendation of any qualifications; waiver of any requirements under the Proposal Documents, or the contract documents, acceptance or rejection of any qualifications; and award of the Contract.

The City has delegated the authority to Lenny Caballero, the Assistant City Manager, to rank the qualifications and to deliver the ranking to the City Manager.



**CRITERIA FOR EVALUATION** ..... Total possible score is 100

1. Demonstrable recent team experience (Owner, Architect, Construction Manager) in construction of similar facilities within the past five (5) years of comparable size and scope. .... 15 points
2. Demonstrable recent team experience in providing services by the Construction Manager-at-Risk delivery method. .... 15 points
3. Professional references demonstrating the following:..... 25 points (total)
  - a) Quality of work.
  - b) Keeping within established budgets.
  - c) Timely completion of projects.
  - d) Reputation of the Proposer and Proposer's goods and services.
4. Financial stability and capacity to perform the work..... 10 points
5. Past relationship with the City of Woodway. .... 10 points
6. Extent to which the goods and services meet the City's needs: ..... 25 points (total)
  - a) Office location from the City
  - b) Ability to develop a teamwork environment
  - c) Assigned personnel's qualifications and experience
  - d) Safety Record
  - e) Pending/Past Litigation
  - f) Estimated schedule

**SHORT LIST SELECTION** - From the respondents to this Request for Qualifications, up to three Construction Management firms will be selected to respond to a Request for Proposal based on a detailed program, scope of work, site information, and other descriptive project information. The foregoing criteria will be utilized to determine the short list and also in the final selection of the Construction Manager utilizing the more detailed proposals.

**SUBMITTAL REQUIREMENTS:**

1. Statement of Qualifications - Each Construction Management firm will provide the following information in its Statement of Qualifications and request for consideration as a candidate to construct the new Family Center for the City of Woodway:
  - A. Cover Sheet showing the name, principal business address and principal Texas business address if it is not the same, and telephone and fax numbers (e-mail optional) for each team member. The sheet must also include the name of the individual representing the firm. Finally, the cover sheet must have a statement that the response and all attachments are being submitted to the City of Woodway as a statement of qualifications and request for consideration of the firm as a candidate to provide Construction Management services, and it must be dated and signed by the authorized representative.
  - B. Firm Description - A description of the firm including:
    1. The type of business entity (corporation, partnership, sole proprietorship, professional corporation, joint venture, limited liability company, or other specified type of business).
    2. A brief background including:

- a. the year the business was established;
- b. the name of its parent company, if applicable, and location of the parent firm and date it was established;
- c. former business names, if applicable;
- d. the number of employees in the business;
- e. a list of the services provided by the business which would be used in the City of Woodway project and the qualifications of personnel who would be used in the project;
- f. limits of professional liability insurance and limits of general liability insurance;
- g. trade area for the business and, if the business has multiple offices, which office would have responsibility for the project; and,
- h. list of current and anticipated jobs in progress in 2021 and 2022.

3. Company information pertaining to:

- a. pending and/or past litigation;
- b. a list of projects that came in above project estimate costs/over budget; and
- c. projects where bond was used

C. Experience in Similar Projects - A brief description of experience of the firm relevant to evaluation **Criterion 1 (Three examples of demonstrable recent experience in design and construction of similar size and complexity to this project)**. If no specific similar experience, then the three most recent projects which most closely relate to this project should be listed. This requirement includes projects that have been constructed or are presently being constructed. In describing this experience include:

1. Location of the project;
2. Approximate size of the project in square feet, number of buildings, if more than one, and number of stories in each building;
3. Approximate cost of the project;
4. Owner of the project at the time of construction, including owner's address;
5. Firm role in the project and specific person from the firm that had principal responsibility for that project;
6. Aspects of that project which are similar to the City of Woodway Family Center project.

D. Experience in Construction Manager-at-Risk Projects - A brief description of the firm relevant to evaluation **Criterion 2 (Three examples of demonstrable recent experience in providing services by the Construction Manager-at-Risk delivery method)**. This criterion relates to projects that have been constructed or are presently being constructed. In describing this experience include:

1. Location of the project;
2. Approximate size of the project in square feet, number of buildings, if more than one, and number of stories in each building;
3. Approximate cost of the project;
4. Owner of the project at the time of construction, including owner's address;

5. Firm role in the project and specific person from the firm that had principal responsibility for that project;
  6. Aspects of that project which are similar to the City of Woodway project.
- E. References - A list of three professional references for the firm relevant to evaluation **Criterion 3 (Professional References)**. As a part of these references include:
1. The name, business, business address and business telephone for each individual reference;
  2. The present position of the reference;
  3. The relationship of firm with the reference;
  4. The specific points (A., B., C., and D., of the evaluation criteria) to which the reference can speak, and a one sentence statement of what qualifies the reference to speak on the point or points.
- F. Financial Stability - A statement relevant to evaluation **Criterion 4 (Financial stability of Construction Manager)**. Include the following:
1. No more than two bank references for the firm including the name and title of the bank officer for each bank and telephone contact information;
  2. No more than two references from other types of businesses including the name and title of the individual to contact at that business and that person's telephone number;
  3. Evidence of the ability to provide a payment and performance bond in the amount of up to \$6,000,000 for the City of Woodway project;
  4. Any other financial statements or information that would substantiate the financial stability of the firm.
  5. Evidence of the ability to provide adequate liability and builder's risk insurance.
- G. Past Relationship with the City of Woodway - A brief description of past projects with the City of Woodway relevant to evaluation **Criterion 5 (Past Relationship)**.
- H. Extent To Which The Goods and Services Meet the City's Needs – A brief statement relevant to evaluation **Criterion 6 (Meets City's Needs)**. Including the following:
1. Name three (3) projects including a contact name, phone number, and contact's current position and a brief description of how a teamwork environment was developed and maintained successfully during the design and construction process.
  2. Provide safety records for the last five (5) years.
  3. Provide resumes of key personnel with no more than one page per person.
  4. Indicate if designated as a HUB or if the firm has HUB experience.



5. Provide a statement about estimated schedule for each item below:

- a. Furnish a schedule of estimated consecutive calendar days for this project;
- b. Please advise of conditions and/or potential problems which might affect the feasibility of completing the project by the desired time;
- c. Provide information as to how the firm maintains construction time lines.

**SUBMITTAL OF CONFIDENTIAL MATERIAL:**

Any material that is to be considered as confidential in nature must be clearly marked as such by the proposer and will be treated as confidential by the City of Woodway.

**All restrictions on the use of data contained within a proposal or within the RFQ/RFP and all confidential information must be clearly indicated in the RFQ/RFP.** Proprietary information submitted in a proposal, or in response to the RFQ/RFP, will be handled in accordance with the Texas Open Records Law and other applicable state statutes.

Signature of Authorized Officer Attesting to the Proposal:

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Signature of Officer	Title	Date
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Printed Name	Name of Firm
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